United Nations ST/IC/2007/23

Secretariat

27 June 2007

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Senior Review Group**

In accordance with section 2 of Secretary-General's bulletin ST/SGB/2005/4, the Secretary-General has decided that the membership of the Senior Review Group will be as follows:

Chairperson:
Nicolas Michel, Under-Secretary-General for Legal Affairs and Legal Counsel

Members:
Alicia Barcena, Under-Secretary-General for Management
John Holmes, Under-Secretary-General for Humanitarian Affairs
Angela Kane, Assistant Secretary-General for Political Affairs
Hédi Annabi, Assistant Secretary-General for Peacekeeping Operations

Ex officio:
Rachel Mayanja, Assistant Secretary-General, Special Adviser on Gender Issues and Advancement of Women

Secretary:
Jan Beagle, Assistant Secretary-General for Human Resources Management

* The present circular supersedes ST/IC/2005/33 dated 1 July 2005 and will be in effect until further notice.

07-40133 (E) 020707

United Nations ST/IC/2007/24

Secretariat

29 June 2007

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for English proofreaders/copy preparers/production editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for English proofreaders/copy preparers/production editors in 2007, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. A competitive examination for English copy preparers/proofreaders/production editors will be held tentatively on **15 October 2007** in New York, Geneva and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English proofreaders/copy preparers/production editors at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service, subject to the requirements in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members from subsidiary organs of the United Nations as well as members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok and Santiago. Assignments are subject to rotation (mobility). English proofreaders/copy preparers/production editors may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Successful

* Expiration date of the present information circular: 31 December 2007.

07-40816 (E) 060707

candidates are expected to serve **a minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language;[1]

(b) Have a perfect command of English and an excellent knowledge of French and one of the other official languages of the United Nations (Arabic, Chinese, Russian and Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages should have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold at least a first-level three-year degree or an equivalent qualification from a university or institution of equivalent status at which English is the principal language of instruction;

(d) Have relevant experience in the printing/publishing industry.

Applicants are required to be able to use computer workstations. Word-processing knowledge is a requirement. Desktop publishing knowledge is an advantage.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications, **13 August 2007**, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement for a university degree or its equivalent mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have appropriate post-secondary educational qualifications from a university or institution of equivalent status at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applicants should submit with their applications a one-page essay in English, explaining why they wish to work as a proofreader/copy preparer/production editor. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates will be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final**.

8. The examination will consist of two parts:

(a) an eliminatory written examination on proofreading, copy preparation and language knowledge;

(b) a computer test on desktop publishing skills and knowledge of printing.

9. The written examination will consist of the following four papers:

(a) Copy-editing and copy preparation of a text intended for typesetting (2 hours and 15 minutes);

(b) English language aptitude test (45 minutes);

(c) Language aptitude test in the two additional languages (1 hour);

(d) Proofreading against manuscript (2 hours).

10. The use of a dictionary or any other reference material is **not** permitted during the examination. Graphic arts rulers are allowed.

11. On the basis of the results obtained in the written examination, the Board of Examiners will invite successful candidates to take a computer test on desktop publishing skills and knowledge of printing, which will normally take place several weeks after the written component of the examination. The computer test will consist of:

(a) Formatting of text and tables based on a marked-up manuscript and a given electronic template (layout specifications and style sheet) using Adobe InDesign CS2. Placement of graphics and/or images is not required (2 hours);

(b) Questionnaire on printing knowledge (30 minutes).

12. After the computer test, the Board will interview the candidate(s) to assess professional experience, knowledge of the United Nations and ability to work as a member of a team. Both the computer test and the interview are an integral part of the examination. Therefore, candidates at this stage should not assume that they will be automatically offered an appointment.

13. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final decision in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual results.

14. Staff members selected to fill vacancies will be assigned as English proofreaders/copy preparers/production editors for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

15. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay mentioned in paragraph 7, not later than **13 August 2007**, to:

2007 competitive examination for English proofreaders/copy preparers/
production editors
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963 3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, those staff members are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **13 August 2007**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2007 competitive examination for English proofreaders/copy preparers/production editors

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of proofreading, copy preparation and production editing, if any. Also include any relevant computer software or program used. Applications submitted without a P.11 or PHP form or without the one-page essay in English mentioned in paragraph 7 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2007/24 and I understand that, if I am successful in the 2007 competitive examination for English proofreaders/copy preparers/production editors and am recommended for inclusion in the roster, my appointment will be subject to my acceptance of the conditions of service indicated in paragraphs 14 to 17 of that circular.

Date _____ Signature _____

United Nations ST/IC/2007/25

Secretariat

29 June 2007

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for Spanish proofreaders/copy preparers/production editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Spanish proofreaders/copy preparers/production editors in 2007, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. A competitive examination for Spanish proofreaders/copy preparers/production editors will be held tentatively on **15 October 2007** in New York, Geneva and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish proofreaders/copy preparers/production editors at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service, subject to the requirements in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members from subsidiary organs of the United Nations as well as members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok and Santiago. Assignments are subject to rotation (mobility). Spanish proofreaders/copy preparers/production editors may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Successful

* Expiration date of the present information circular: 31 December 2007.

07-40817 (E) 060707

candidates are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

(b) Have a perfect command of Spanish and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, French and Russian). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages should have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold at least a first-level three-year degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the principal language of instruction;

(d) Have relevant experience in the printing/publishing industry.

Applicants are required to be able to use computer workstations. Word-processing knowledge is a requirement. Desktop publishing knowledge is an advantage.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications, **13 August 2007**, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement for a university degree or its equivalent mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have appropriate post-secondary educational qualifications from a university or institution of equivalent status at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applicants should submit with their applications a one-page essay in Spanish, explaining why they wish to work as a proofreader/copy preparer/production editor. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates will be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of two parts:

(a) An eliminatory written examination on proofreading, copy preparation and language knowledge;

(b) A computer test on desktop publishing skills and knowledge of printing.

9. The written examination will consist of the following four papers:

(a) Copy-editing and copy preparation of a text intended for typesetting (2 hours and 15 minutes);

(b) Spanish language aptitude test (45 minutes);

(c) Language aptitude test in the two additional languages (1 hour);

(d) Proofreading against manuscript (2 hours).

10. The use of a dictionary or any other reference material is **not** permitted during the examination. Graphic arts rulers are allowed.

11. On the basis of the results obtained in the written examination, the Board of Examiners will invite successful candidates to take a computer test on desktop publishing skills and knowledge of printing, which will normally take place several weeks after the written component of the examination. The computer test will consist of:

(a) Formatting of text and tables based on a marked-up manuscript and a given electronic template (layout specifications and style sheet) using Adobe InDesign CS2. Placement of graphics and/or images is not required (2 hours);

(b) Questionnaire on printing knowledge (30 minutes).

12. After the computer test, the Board will interview the candidate(s) to assess professional experience, knowledge of the United Nations and ability to work as a member of a team. Both the computer test and the interview are an integral part of the examination. Therefore, candidates at this stage should not assume that they will be automatically offered an appointment.

13. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final decision in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual results.

14. Staff members selected to fill vacancies will be assigned as Spanish proofreaders/copy preparers/production editors for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

15. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay mentioned in paragraph 7, not later than **13 August 2007**, to:

2007 competitive examination for Spanish proofreaders/copy preparers/
production editors
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963 3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, those staff members are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **13 August 2007**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2007 competitive examination for Spanish proofreaders/copy preparers/production editors

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of proofreading, copy preparation and production editing, if any. Also include any relevant computer software or programmes used. Applications submitted without a P.11 or PHP form or without the one-page essay in Spanish mentioned in paragraph 7 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2007/25 and I understand that, if I am successful in the 2007 competitive examination for Spanish proofreaders/copy preparers/production editors and am recommended for inclusion in the roster, my appointment will be subject to my acceptance of the conditions of service indicated in paragraphs 14 to 17 of that circular.

Date _____ Signature _____

United Nations ST/IC/2007/26

Secretariat

12 July 2007

Information circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue — 9 August 2007: "World Heritage — South America" stamps and prestige booklets**

Commemorative stamps

1. On Thursday, 9 August 2007, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps and three prestige booklets on the theme "World Heritage — South America". This is the thirteenth United Nations stamp issue to illustrate World Heritage sites. It is the eleventh in a series of stamps and prestige booklets focusing on either one specific World Heritage site or a group of World Heritage sites in one geographical location.

2. The sites selected in this series are: Galapagos Islands (Ecuador), Rapa Nui (Chile), Tiwanaku (Bolivia), Machu Picchu (Peru), Iguaçu National Park (Brazil) and Cueva de las Manos (Argentina).

3. The stamps will be issued in denominations of $0.41, $0.90, SwF 1.00, SwF 1.80, €0.55 and €0.75. The photographs were adapted as stamps by Rorie Katz (United Nations, New York) and were printed in offset by the Lowe-Martin Group (Canada).

(United States equivalents: SwF 1.00: $0.82; SwF 1.80: $1.48; €0.55: $0.74 and €0.75: $1.01, subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 9 September 2007.

07-42454 (E) 180707

Prestige booklets

4. Also on 9 August 2007, UNPA will issue its eleventh set of prestige booklets. The three booklets on the theme "World Heritage — South America" have a common design based on the six commemorative stamps for this issue, and each contain a total of 16 pages of text and six pages of four stamps each, for a total of 24 mint stamps in either United States, Swiss or Austrian denominations. The booklets are priced at $8.50, SwF 8.40 and €6.60.

(United States equivalents: SwF 8.40: $6.89 and €6.60: $8.87, subject to exchange rate fluctuation.)

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 9 August 2007, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) A temporary sales counter located on the east side of the Secretariat lobby, in front of the windows between the cafeteria and the news-stand, from 9 a.m. to 4 p.m.

6. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2007/27

Secretariat

17 July 2007

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle**

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates for travel by private motor vehicle applicable to different groups of countries and territories, effective 1 July 2007 (see annex).

2. The present circular supersedes information circular ST/IC/2007/13 of 16 April 2007.

* The present circular will be in effect until further notice.

07-42932 (E) 200707

Annex

Rates of reimbursement for travel by private motor vehicle
(Effective 1 July 2007)

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries or territories other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Afghanistan
Anguilla
Argentina
Azerbaijan
Bahamas
Benin
Bermuda
Brazil
Brunei Darussalam
Cambodia
Congo
Cyprus
Eritrea
Gabon
Gambia[a]
Israel
Jordan
Kazakhstan
Kyrgyzstan
Libyan Arab Jamahiriya[a]
Malawi
Maldives
Mauritius
Moldova
Myanmar
Nauru
Netherlands Antilles
Oman
Paraguay
Samoa
Tonga
Trinidad and Tobago
Uganda
United Arab Emirates
United Republic of Tanzania
Viet Nam
Zambia

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda
Barbados
Bhutan
British Virgin Islands
Burkina Faso
Cape Verde
Cayman Islands
Chad
Cook Islands
Djibouti
Fiji[a]
Ghana
Kuwait
Liberia
Macao, China
Malaysia
Mauritania
Mongolia
Montserrat
Panama
Papua New Guinea
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Sierra Leone
Togo
Tunisia
Uruguay

Europe: all countries in Europe except those listed in groups II, IV or V.

[a] Indicates a change of group.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Comoros[a]
Croatia
Dominica
Equatorial Guinea
Grenada
Jamaica
Kiribati
Lebanon
Malta
Mexico
Morocco[a]
Namibia[a]
New Caledonia
Nicaragua
Niger
Niue
Seychelles
Vanuatu
West Bank and Gaza Strip

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Australia
Austria
Belarus
Belgium
Belize
Cameroon
Canada
Central African Republic[a]
Chile
Côte d'Ivoire
Cuba
Czech Republic
Democratic People's Republic of Korea
Denmark
El Salvador
Estonia
Ethiopia
Finland
France
Germany
Greece
Hong Kong, China
Hungary
Iceland
India
Ireland
Italy
Japan
Kenya
Lao People's Democratic Republic
Latvia
Lithuania
Luxembourg
Mali
Montenegro
Nepal
Netherlands
New Zealand
Norway
Pakistan
Peru
Philippines[a]
Poland
Portugal
Republic of Korea
Russian Federation[a]
Senegal
Serbia
Singapore
Slovakia
Slovenia
Spain
Sri Lanka
Swaziland
Sweden
Switzerland
Thailand
Turkey
United Kingdom of Great Britain and Northern Ireland
United States of America
Zimbabwe

United Nations ST/IC/2007/28

Secretariat

20 July 2007

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for editorial assistants (English/French/Spanish)**

1. The written component of a competitive examination for trilingual (English/French/Spanish) editorial assistants will be held tentatively on **28 September 2007** at Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies for trilingual editorial assistants at the G-7 level will be filled in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have English, French or Spanish as their main language[1] and an excellent working knowledge of the other two languages. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses at the United Nations must substantiate their claim of knowledge of those languages by attaching to their applications photocopies of

* Expiration date of the present information circular: 31 December 2007.

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English, French or Spanish as their main language must be supported by relevant documentation in their official status files.

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diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their applications. Decisions of the Board are final.

5. The written examination will consist of three separate parts, as follows:

Part I (2 hours)

A. Preparing texts in French and Spanish following the English version of the same text.

B. Identifying the elements in the English, French and Spanish texts provided that should be verified and researched prior to editing.

Part II (1 hour)

Writing an essay of approximately 300 words in English, French or Spanish. Candidates will have a choice of two topics on a general United Nations-related subject.

Part III (45 minutes)

Answering questions in English related to the organizations of the United Nations system.

The use of dictionaries or any other reference material is not permitted during the examination.

6. Parts IV and V will be administered only to those candidates who have achieved a satisfactory score on the first three parts. Parts IV and V will be as follows:

Part IV (1 hour)

Carrying out searches and retrieving information using the Official Document System of the United Nations (ODS) and the Internet.

Part V (1 hour and 30 minutes)

Preparing an electronic version of a French and of a Spanish document to conform to the format of the English versions provided.

7. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to interviews. The Board will interview the candidates to assess their personal qualities. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board of Examiners will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster of editorial assistants. All candidates will be informed in writing of the Board's final

recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

9. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management, for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

10. The main duties and responsibilities of editorial assistants are to carry out the research work needed for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing.

11. Staff members applying for this examination should complete the attached form and submit it to the following office no later than **31 August 2007**:

2007 competitive examination for editorial assistants
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
Fax: (1-212) 963 3683
E-mail: OHRM_exam@un.org

12. A sample examination may be obtained from the web page of the Examinations and Tests Section at:

http://www.un.org/Depts/OHRM/examin/iwelcome.htm

Application[a]

2007 competitive examination for editorial assistants (English/French/Spanish)

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[c] _____ Duty station: _____

Room No.: _____ Extension: _____

Have you taken this examination before? Yes ☐ in (Year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (Year) ☐☐☐☐ No ☐

If yes, which examination(s): _____

What is your main language?[d] _____

A. Knowledge of other languages

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent*[c]	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent*[c]	*Main field of study*
		From	*To*		

I have read information circular ST/IC/2007/28 and I understand that, if I am successful in the 2007 competitive examination for editorial assistants (English/French/Spanish) and am recommended for inclusion in the roster, my assignment as an editorial assistant will be subject to my acceptance of the conditions of service indicated in paragraph 9 of the circular.

Date: _____ Signature: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[a] Staff members applying for this examination **must complete this application**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or that do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action form. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGACM, OCS, ECE, UNCTAD, UNOV or other (please specify).

[d] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) above.

[e] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/2007/29

Secretariat

20 July 2007

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for Russian editorial assistants**

1. The written component of a competitive examination for Russian editorial assistants will be held tentatively on **28 September 2007** at Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies for Russian editorial assistants at the G-7 level will be filled in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have Russian as their main language[1] and an excellent working knowledge of English. Knowledge of a third official language of the United Nations would be an asset. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses at the United Nations must substantiate their claim of knowledge of those languages by attaching to their applications photocopies of diplomas or certificates from a

* Expiration date of the present information circular: 31 December 2007.

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Russian as their main language must be supported by relevant documentation in their official status files.

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language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their applications. Decisions of the Board are final.

5. The written examination will consist of three separate parts, as follows:

Part I (2 hours)

A. Preparing texts in Russian following English versions of the same texts.

B. Identifying the elements in the Russian texts provided that should be verified and researched prior to editing.

Part II (1 hour)

Completing a test in Russian style and usage.

Part III (45 minutes)

Answering questions in English related to the organizations of the United Nations system.

An optional paper, to be scheduled separately, on the preparation of a document, as described in part I above, in another official language of the United Nations will be offered to qualified candidates at their request (1 hour and 30 minutes).

The use of dictionaries or any other reference material is not permitted during the examination.

6. Parts IV and V will be administered only to those candidates who have achieved a satisfactory score on the first three parts. Parts IV and V will be as follows:

Part IV (1 hour)

Carrying out searches and retrieving information using the Official Document System (ODS) and the Internet.

Part V (1 hour and 30 minutes)

Preparing an electronic version of a Russian document to conform to the format of the English version provided (1 hour and 30 minutes).

7. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to interviews. The Board will interview the candidates to assess their personal qualities. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board of Examiners will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster of editorial assistants. All candidates will be informed in writing of the Board's final

recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

9. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management, for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

10. The main duties and responsibilities of editorial assistants are to carry out the research work needed for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing.

11. Staff members applying for this examination should complete the attached form and submit it to the following office no later than **31 August 2007**:

2007 competitive examination for Russian editorial assistants
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
Fax: (1-212) 963 3683
E-mail: OHRM_exam@un.org

12. A sample examination may be obtained from the web page of the Examinations and Tests Section at:

http://www.un.org/Depts/OHRM/examin/iwelcome.htm

Application[a]

2007 competitive examination for Russian editorial assistants

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[c] _____ Duty station: _____

Room No.: _____ Extension: _____

Have you taken this examination before? Yes ☐ in (Year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (Year) ☐☐☐☐ No ☐

If yes, which examination(s): _____

What is your main language?[d] _____

A. Knowledge of other languages

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent*[c]	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent*[c]	*Main field of study*
		From	*To*		

I have read information circular ST/IC/2007/29 and I understand that, if I am successful in the 2007 competitive examination for Russian editorial assistants and am recommended for inclusion in the roster, my assignment as an editorial assistant will be subject to my acceptance of the conditions of service indicated in paragraph 9 of the circular.

Date: _____ _____ Signature: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[a] Staff members applying for this examination **must complete this application**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or that do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action form. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGACM, OCS, ECE, UNCTAD, UNOV or other (please specify).

[d] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) above.

[e] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/2007/30

Secretariat

20 July 2007

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for Chinese editorial assistants**

1. The written component of a competitive examination for Chinese editorial assistants will be held tentatively on **28 September 2007** at Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies for Chinese editorial assistants at the G-7 level will be filled in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have Chinese as their main language[1] and an excellent working knowledge of English. Knowledge of a third official language of the United Nations would be an asset. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses in the United Nations must substantiate their claim of knowledge of those languages by attaching to their applications photocopies of diplomas or certificates from a

* Expiration date of the present information circular: 31 December 2007.

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

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language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their applications. Decisions of the Board are final.

5. The written examination will consist of three separate parts, as follows:

Part I (2 hours)

A. Preparing texts in Chinese following English versions of the same texts.

B. Identifying the elements in the Chinese texts provided that should be verified and researched prior to editing.

Part II (1 hour)

Writing an essay of approximately 300 words in Chinese. Candidates will have a choice of two topics on a general United Nations-related subject.

Part III (45 minutes)

Answering questions in English related to the organizations of the United Nations system.

An optional paper, to be scheduled separately, on the preparation of a text, as described in part I above, in another official language of the United Nations will be offered to qualified candidates at their request (1 hour and 30 minutes).

The use of dictionaries or any other reference material is not permitted during the examination.

6. Parts IV and V will be administered only to those candidates who have achieved a satisfactory score on the first three parts. Parts IV and V will be as follows:

Part IV (1 hour)

Carrying out searches and retrieving information using the Official Document System (ODS) and the Internet.

Part V (1 hour and 30 minutes)

Preparing an electronic version of a Chinese document to conform to the format of the English version provided.

7. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to interviews. The Board will interview the candidates to assess their personal qualities. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board of Examiners will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster of editorial assistants. All candidates will be informed in writing of the Board's final

recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

9. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management, for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

10. The main duties and responsibilities of editorial assistants are to carry out the research work needed for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing.

11. Staff members applying for this examination should complete the attached form and submit it to the following office no later than **31 August 2007**:

2007 competitive examination for Chinese editorial assistants
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
Fax: (1-212) 963 3683
E-mail: OHRM_exam@un.org

12. A sample examination may be obtained from the web page of the Examinations and Tests Section at:

http://www.un.org/Depts/OHRM/examin/iwelcome.htm

Application[a]

2007 competitive examination for Chinese editorial assistants

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[c] _____ Duty station: _____

Room No.: _____ Extension: _____

Have you taken this examination before? Yes ☐ in (Year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (Year) ☐☐☐☐ No ☐

If yes, which examination(s): _____

What is your main language?[d] _____

A. Knowledge of other languages

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent*[c]	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent*[c]	*Main field of study*
		From	*To*		

I have read information circular ST/IC/2007/30 and I understand that, if I am successful in the 2007 competitive examination for Chinese editorial assistants and am recommended for inclusion in the roster, my assignment as an editorial assistant will be subject to my acceptance of the conditions of service indicated in paragraph 9 of the circular.

Date: _____ Signature: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[a] Staff members applying for this examination **must complete this application**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or that do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action form. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGACM, OCS, ECE, UNCTAD, UNOV or other (please specify).

[d] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) above.

[e] Give exact name and title in original language. Do not translate or equate.